

**UPPER MACUNGIE TOWNSHIP
PARKS AND RECREATION BOARD
Monthly Meeting Minutes
April 2015**

The monthly meeting for the Upper Macungie Township Parks and Recreation Board was held on April 30, 2015 at the Upper Macungie Township building. The following Recreation Board members were present: Chairman, Dave Kentner; Vice Chair, April Navarro; Secretary, Katie Shade; Jim Adams; Linda Gorr; Jocelyn Pattishall; and Andrea Russell. Also present at the meeting: Supervisor, Sean Gill; Parks Team Leader, Jim Soltis; Recreation and Events Coordinator, Lynn Pigliacampi; and Dean Haas from Keystone Consulting Engineers.

Chairman Dave Kentner called the meeting to order at 7:03 pm. All present were asked to join him in the Pledge of Allegiance to the Flag of the United States.

A motion was made by Linda and seconded by Jim A. to approve the March meeting minutes. All were in favor.

PUBLIC COMMENT: none.

Recreation Board Applicants – on hold until May.

COMMUNITY PROGRAMS SCHEDULED

Indoor pickup basketball

This program continues until June 11 at Fogelsville Elementary School's gym on Thursday evenings from 8:00 – 10:00 pm. Lynn has received no updates.

Cardio Tennis

This program will run until May 6 at Blue Barn Park on Wednesday mornings from 9:00 – 10:00 am. Four residents are registered for this program.

Tennis

This program for Pee Wees, Juniors, and Adults will continue to run until May 6 on Monday and Wednesday evenings at Ricky Park. 6 Pee Wees, 19 Juniors and 6 Adults are registered for this program. There are two more sessions of this program scheduled for the summer.

Advanced Tennis

This program will run from April 7 to May 7 at Blue Barn Park on Thursday evenings from 7:00 – 8:00 pm. Three residents are currently registered for this program.

Junior Golf

Two sessions of the First Tee program will be held at Independent Park. The first session is from June 15 to July 16 from 9 am to 12 pm. Lynn doesn't have any sign-ups. She is having problems contacting the person from Embrace Your Dreams.

Movies-in-the-Park

The Movies-in-the-Park will be held on June 19 at Lone Lane Park, on July 10 at Breinigsville Park and on August 7 at Grange Park. To date, the Township has received \$4,400 in sponsorships. We need \$6,600 total for all three movies. At least the first two movies are paid for, and we expect to collect more for the third. Lynn and Jim S. discussed sending out a postcard to boost sponsorship. Dave offered that SPYA would sponsor if necessary. Lynn will post sponsorship information to Facebook.

PA Dutch Classes

The Board of Supervisors approved this program at their last meeting. This program will run from September 14 until November 8 at Independent Park on Monday evenings from 7:00 – 8:30 pm. No residents are currently registered for this program. Lynn will create a registration form. Registration will go through Lynn by mail. We can post the form to Facebook. Linda suggested posting this information to the PA Dutch & Proud Facebook group since many group members inquire about classes. Jim S. suggested dropping forms at the Parkland Community Library and maybe Lower Macungie Library too.

Barktoberfest

This event is scheduled for October 10 (rain date October 11) at Upper Macungie Park from 11:00 am until 3:00 pm. Lynn hasn't sent out any information yet. But sponsors are contacting her, including the title sponsor, The Hartford insurance. She doesn't have their check yet.

5K

This event is scheduled for October 25 (rain or shine) at Lone Lane Park from 9:00 am to 12:00 pm.

Katie and Jocelyn provided the report from the committee's meeting. The committee decided on a Halloween theme, as the race will be held in October this year. The logo will be revised to reflect the theme.

The committee also discussed the possibility of having a new fundraising goal. They felt that it was difficult to "sell" trails to potential sponsors last year. Dean generously provided a list of numerous projects that the Township is undertaking, either with the assistance of a grant for which the Township will provide matching funds or wholly by utilization of Township funds.

The projects with the assistance of a grant for which the Township will match funds are: the Haasadahl creek restoration; Breinigsville pathways to connect residential developments to Breinigsville Park; an expanded parking lot in Grange Road Park; the Schaefer Run riparian buffer; and a waterline extension to the future Breinigsville Park West and a water treatment facility for the existing Breinigsville Park. The projects to be funded wholly by the Township include: extended parking lots at Grange Road Park; additional pavilions, restrooms and concession stand at Grange Road Park; Breinigsville Park West development; a fishing deck at Apple Pond Park; the memorial walkway at Grange Road Park; and the parking lot for the SPYA building at Grange Road Park. Katie read Dean's emailed comments, suggesting the memorial as a viable choice:

Maybe the Memorial walkway project with the flag posts landscaping and benches would be a good one to designate. The Township is planning to take that one without grants and the project is small enough that the funds would pay a good portion of it. I can get a rendering of this project as well. It proposes to connect a new concrete walkway to the splash park and there would be opportunities to purchase blocks for engraving in the concrete walkway for memorials for friends and families.

Andrea noted that people don't know about Haasadahl. Linda asked which of the projects are related to running or Halloween. Jim A. suggested reversing the course and starting at Grange this year if the proceeds will support projects at Grange. Dean reminded the Board that Lone has the walking path for the 1 mile walk and Grange does not. Katie likes the idea of the memorial because it is near the 5K course and because it will be easy for sponsors to understand, especially if Dean can give us a rendering of the memorial. Linda preferred either the splash park or the memorial. April thought the memorial was supposed to be self-funded through the sale of the bricks. Dave and Linda recommended using both the splash park and the memorial. Lynn suggested that the language on the form be broad and that the form should include visuals of the two projects. Katie shared current drafts of the sponsorship forms so the Board would have an idea of the available space on the forms. Linda inquired whether we received the most money from sponsors or the runners' registration fees. We receive more from the sponsors. April thought it is silly to spend money on something you can't use, like the memorial. Several Board members disagreed, believing the memorial area will be used. Lynn stated the sponsorship form should look nice. Katie asked Dean how much the memorial project is estimated to cost. Dean replied that it is around \$10,000 for the sidewalks. Katie wondered if we can put the rendering on the website and direct people there from the sponsorship forms to save space. The Board decided that the proceeds will be divided between the splash park and the memorial. Katie and Jocelyn will come up with language for the forms.

Katie also advised the Board that the committee has not received an approval from Attorney Schantz regarding the waiver. She spoke with him briefly after the last Supervisors' meeting and he indicated that on his first reading, the revised waiver looked okay, but that he

wanted to research and compare it to other races' waivers. Andrea asked why we cannot use the revised language if the revised language just made slight changes to the waiver Attorney Schantz originally drafted. Katie explained that not only is it professional courtesy for her to contact the Township's solicitor, it is also a protection for everyone involved. Katie does not want to expose the Township to liability. Since she knows the Township has an attorney, she is, as an attorney, supposed to speak with him. Dean agreed to ask Attorney Schantz about this on the Board's behalf. Katie will forward Dean the revised language.

Katie also told the Board that the committee contacted Pretzel City Sports to do the timing again. They will handle online registration when we get the approval from Attorney Schantz about the waiver.

Hunter/Trapper Course

This program will be held on November 8 at Independent Park from 9:00 am – 4:00 pm. No residents are currently registered for this program.

Night with Laurie Moore

This program will be held on November 12 at Independent Park from 7:00 - 8:30 pm. No residents are currently registered for this program.

PROPOSED AND NEW PROGRAMS

Disc Golf

The Board of Supervisors approved this program at their last meeting with a tentative date in June 2015. This program will be held on a date to be determined from approximately 10 am to 2 pm at Upper Macungie Park.

Jim S. needs to talk to Den Barr about the course preparation. Andrea sees Mr. Barr every week. Andrea will give Jim S. Mr. Barr's contact information. Jim S. believes the course might not be done in June.

Andrea read an email from Mr. Barr indicating that he intends this program to be the grand opening of the Township's 18-hole disc golf course. Mr. Barr will provide equipment to borrow for the program. He thought maybe the Township could provide prizes for contests. This event will not be advertised in the spring newsletter, but we can post it on Facebook.

Painting class

Lynn advised the Board that she and Jim S. recently visited other community centers, including Bethlehem. She asked if we could offer a painting class. The Bethlehem community center offers it and it's very well attended. Lynn got the contact information for the instructor from Bethlehem's director. Andrea suggested contacting High Gravity. The owner is a Township

resident who visits schools, etc. to teach painting. Andrea will forward the contact information for High Gravity. Lynn thought we might be able to have this program on Friday nights.

OLD BUSINESS

Grange Park: Memorial and Flagpole

We have a concept. We need a rendering from Dean for the 5K advertising. (See 5K discussion above for more information).

Community Program Advertising

Lynn advised the Board that the newsletter has been sent to the printer and showed the Board a preview copy. She highlighted a page in the newsletter for sponsorship for the larger events, like Barktoberfest and the 5K. She also revised the Recreation Passport a little bit.

Dog Park at Grange Park

Jim A. received an estimate of \$85.00 for a 30" X 30" sign. It will be the exact same rules sign as at Upper Macungie Park dog park. Jim S. asked if Friends will pay for the sign. Jim A. didn't know if Friends would pay for the sign.

Linda asked if we can get the envelopes at the Grange Park dog park as well. Jim S. said we can. Jim S. also advised the Board that we can change the language on the envelope to say something like "donations toward the dog park" instead of "donations toward the fountain" like the envelopes say at Upper Macungie Park. He advised the Board that the money collected from the envelopes goes into the Friends account. This money could be used to pay for the sign.

April asked if the fountain installed at Upper Macungie Park. Jim S. advised that the fountain was installed.

Independent Park rentals open to everyone

The Board will wait until the renovations are totally done to decide. Katie will remove this item from our May agenda.

NEW BUSINESS

Increasing Pavilion rental prices

Jocelyn thought we raised the rates last year. Jim S. said that was just for Lone Lane. Dave asked Lynn if she was going to look into the fee structure. Lynn said people are saying we're underpriced. Jim A. thought we should raise the rates on January 1. Jim S. said any increase would be brought up at the Board of Supervisors' November meeting.

Recreation Board Recognition Dinner

Katie asked if we wanted to set the date. Jim S. thought we already set the date as November 19. That date is for our November meeting, as we will not meet on Thanksgiving. After some discussion of other possible dates, the Board scheduled the dinner for Wednesday, November 4. Katie will move this into "Community Programs Scheduled" on next month's agenda.

Keep PA Beautiful grant opportunity

Lynn received an email from Dean and Dan asking if we have anything to submit for this new grant opportunity. Dean explained that it is a \$1,000 grant to organizations that do cleanups and other environmental work. Andrea asked whether Friends would be the applicant. Dean said that Friends would be the applicant. Jim A. suggested applying for trees around the memorial. Dean said we could apply funds to purchase trees. Sean noted there are possibilities like road cleanup, stream cleanup, and trees, etc. Dave asked what's the likelihood of getting a grant if we apply for one. Dean said he'd never applied for one of these grants. Sean said high. He was basically told if you'll apply, you get it. Linda asked if we could combine this with the memorial walkway. She mentioned the grant theme: Prevent it, Clean it, and Keep it! Dave noted that applications are accepted through May 22. Dean thought that planting and maintaining a tree would be a good project for the grant.

Condition of benches along the trail at Breinigsville Park

Katie saw that the slats on the benches are splitting and breaking at the joints. She put this on the agenda as a reminder to tell Jim S. She provided the Board with pictures of the most damaged bench. Katie said that's not the only one that's damaged. Sean asked her if she told Scott Faust. Katie has not told Scott. Jim S. started replacing slats last year, but didn't make it around to the bench Katie saw. Jim S. will note that one for repair.

Parkland Community Resource Fair

Lynn signed Upper Macungie Township Recreation up for this event this Saturday, May 2, from 11:00 am – 2:00 pm at Asbury Methodist Church at Walbert Avenue and Springhouse Road. She'll be there at 10:00 am to set up. She'll take the remaining water bottles

as giveaways. Lynn asked for volunteers to help at the table. Jim A. offered Lynn use of a 10-flyer stand.

Giveaways for events

Lynn thinks we should have giveaways for events with our logo. She was thinking about 1 or 2 items that are universal, and something more specific for certain events. She looked at some items from a vendor she's used in the past. If we like something, she'll get quotes. She passed around a packet of possibilities from this vendor. Katie, Jocelyn and Lynn talked about possibly getting Chapsticks for the 5K. Linda said we need 300+ items for Emergency Preparedness Day. Sean asked Jim S. how much the flashlight keychains cost. Jim S. said they cost about \$0.77 per piece. Lynn wants to have a promotion: if you "Like" us on Facebook immediately, you get the giveaway. Jocelyn's job experience is that people want tshirts first and Chapstick second. Jim S. noted that Five Thousand Forms, the company we used for the flashlights and water bottles, has our logo and wouldn't charge us a set-up fee. Dave asked if we are targeting kids or adults. Andrea and Lynn said both kids and adults. Linda said if we are going to do this on a larger scale, we can't stick with a \$500 budget. That amount was just for Emergency Preparedness Day. Jim A. recommended back scratchers. April wondered if people would use a magnet. Andrea said she would not. Lynn will come back to the Board with a budget.

MONTHLY UPDATES

Independent Community Center rental and building update

Lynn said that in 2015, we made \$12,175.00 in revenue from rentals. In April alone, we made \$4,400.00 from 8 bookings. Some people repeat but there are new renters. Lynn thought maybe 20% are repeat renters.

Andrea asked what types of outdoor recreation equipment renters can bring. Jim S. said only bounce houses and dunk tanks are allowed. The renters have to get the fire department to fill the tank.

UMT Recreation fund balance: \$574,354.75.

Sean and Lynn said this amount will be used as matching funds for grants.

Friends of Upper Macungie fund balance: \$14,576.88.

Lynn said this balance has changed very little since last month.

Park and Grant updates

Dean gave a detailed presentation about Breinigsville Park West and the linkage of the parks and neighborhoods via the old railroad line, which will become a trail.

Sean spoke of his recent attendance at the PA Supervisors and Township managers (PSAT) convention in Hershey. At the Parks and Recreation seminar, a DCNR presenter mentioned Upper Macungie Township as an example of having commitment from the Township financially and from the community (i.e. the athletic organizations) in every grant application. At the seminar, Sean then explained some of our grant preparation process.

PUBLIC COMMENTS: none.

ADJOURNMENT

A motion was made at 8:42 pm by Jocelyn and seconded by Linda to adjourn the meeting, and all were in agreement. Next month's meeting is scheduled for May 28, 2015 at 7:00pm at the Township building.

Dave Kentner, Chairman
UMT Parks and Recreation Board